



commerce
undergraduate
society

Executive Council Meeting

Scheduled Time: 6:30 PM, November 14, 2017 | Location: Henry Angus 239C/CUS Board Room

Open to the General Membership of the Society Unless Otherwise Deemed In-Camera

Note: presentations and/or proposed motions should be requested to be included on the agenda at least three (3) days in advance of a meeting by contacting the Administrative Director, Natalie Yu, at n.yu@hotmail.ca— materials received past this point may be considered for the subsequent meeting's agenda at the Administrative Director's discretion.

Attendance:

Name	Position	Present ("X")	Late ("X")	Proxy
Daphne Tse	President (Chairperson)	X		
Sapnil Mohanty	Vice-President, Academic Affairs (Vice-Chairperson)	X		
Stanley Yu	Vice-President, External Affairs	X		
Chantelle Fromager	Vice-President, Finance	X		
Phoebe Wong	Vice-President, Internal Affairs	X		
Evan Zhou	Vice-President, Marketing and Communications		6:36	
Chris Bolton	Vice-President, Student Engagement	X		
Maddie Zapach	Ombudsperson	X		
Natalie Yu	Administrative Director/ Recording Secretary	X		

Guests: Angela, Kristy, Caryssa

A. Call to Order

The meeting was called to order at 6:34 PM.

B. Amendments to and Adoption of the Agenda

Motion to add Awards Committee

Moved: Phoebe | Seconded: Chantelle

*In favour: all
Opposed: none
Abstentions: none
...the motion carries.*

Motion to Press Release Plan for Internal Operations Hiring Policy Violation

Moved: Evan | Seconded: Chris

*In favour: all
Opposed: none
Abstentions: none
...the motion carries.*

Be it resolved that the agenda be adopted as presented.

*In favour: all
Opposed: none
Abstentions: none
...the motion carries.*

C. Personal Updates

D. Professional Updates

I. President

1. Met with Lauren
2. Met with Bonnie and Kelvin regarding student data: when she helps people find alumni to be delegates, it was hard for her to keep track of who was used. Daphne suggested that people track this data at graduation so they can reflect on their experiences
3. Attended policy committee meeting
4. Sauder Fall Preview with Saprill and Chris: quick presentation
5. President's Council and Dean's Advisory Council Meeting: Maddie and Jacob will be attending with Daphne. DAC is doing strategic planning and has extended 3 seats for CUS.
6. Meeting with Linda Gully and Sarah
7. Julyna contacted Daphne to set up the performance evaluations. It has been hard to set up meetings and so she suggested that we cancel one of the executive meetings and have our evaluations during that time instead. Daphne proposed Nov.28.

II. Vice-President, Academic Affairs

1. Meeting with AMS Commissioner to discuss open education campaign they've been doing

2. Class Liaison is compiling data from classes
3. CCC had successful case competition with Telus, is focusing on Krack the Case
 - a. Collaborating with JDC West in second term
4. JDC had simulation and everything went well except the room booking. There was an issue with Law and Debate Society.
5. CMP has finished their workshops and tutoring sessions, 290 had about 300 people
 - . Prepping for final season and getting approval from professors
 - a. Finished hiring First Year Reps
6. AMS tutoring: signed contract already, there is some money freed up
7. Scheduling performance evaluations except for JDC West and ExCo
8. Stanley: for Krack the Case, if it is a recruiting event, it should be advertised that people will be given preference if they want to work at KPMG

III. Vice-President, Finance

1. Please forward the amount of your budget that you would be comfortable re-allocating to Awards Night so that we can send them a final number
2. Chantelle will be resigning from VPF. Due to personal reasons, she has not been able to perform the role to the best of her abilities.
3. Daphne: I may suggest that we hire 2 people for this role and have Matthew sit in on interviews. Chantelle and I have not discussed the final date in which she will resign. Andrew mentioned that he would be accessible all year round with questions. With this month being finals month, it seems unlikely that someone will be able to step up
4. Chantelle: I really want to help with the restructuring of the work because it is so time consuming. It is hard for a person to dedicate time to this fully. In addition, I have been working on the co-op reimbursement process with Scott King.

IV. Vice-President, Internal Affairs

1. Lauren King is our new Operations Coordinator: transitioning her with Kelvin on Friday
2. Talked to Liam about room bookings system: he will implement a new program this weekend
3. Looking to buy new pool sticks instead of the whole set.
4. Transitioned to Google Forms for the ShowPass Request Form
5. Setting up Performance Evaluations soon

V. Vice-President, Marketing and Communications

1. Helping NSCC with marketing: they have approximately 70 ticket sales but their capacity is 120
2. Ran remembrance day campaign: went well, will continue experimenting with different material
3. Had 1-on-1 with Lizzie
4. Meeting with Fiza to discuss PR
5. Working on Winter Wonderland: for the package, everything will be combined with HeWe

VI. Vice-President, External Affairs

1. NSCC VP Marketing has resigned.
2. Doing sync with Imprint
3. Performance evaluations with NSCC and EMP
4. CR: reaching out to various companies (KIND, Bombus)
5. Sync with Albert tonight
6. Sapnil: CCC asked that one of their VP CR's is unresponsive, can they ask the CR team for help?

1. Stanley: Yes
7. Sapnil: Katherine also mentioned to me that she was wondering about the pre-conference and post-conference presentation, do they still need to do it?
 1. Daphne: Yes

VII. Vice-President, Student Engagement

1. Community Pulse organizing
2. POITS: they need to pay for security and liquor for each event. Usually they coordinate with VPF beforehand but this didn't happen and Ryan was forced to pay for it himself. Chris will make sure that he gets reimbursed promptly
3. Policy Committee
4. The VPF resignation is highly concerning because it is an integral part of our team
5. Performance Evaluations will begin next week. Most of the services are doing fine but Chris is mostly concerned with CCP, due to their lack of events.
6. Phoebe: there are a bunch of services that have trouble getting sign-ups. Maybe at the end of the year we should have an evaluation of which services to keep or cut. We shouldn't have the power to cut them right before turnover but we can give them suggestions.
7. Chris: this made it evident that the CUS' structure spreads it's people too thin
8. Phoebe: also we could consider reorganizing services under portfolios

VIII. Administrative Director

1. CUS Swag ordered today; should be delivered by Nov.29
2. SPF Exploration meeting scheduled for Sunday

IX. Ombudsperson

1. Met with Julien to discuss details of PVCC. She updated him about the current situation and briefed him with the facts
2. CMP Hiring occurred
3. Policy Committee: considering implementing a page on the CUS to document all of our policy violations which would be ranked in level of severity of the infraction
 1. This is not confirmed but we will be looking into this. This also promotes transparency

Motion to reconvene at 8:03PM

Moved: Sapnil | Seconded: Stanley

*In favour: all
Opposed: none
Abstentions: none
...the motion carries.*

E. Executive Business and Discussion

I. Award Committee Concerns (Before Updates)

1. Chris: Jenny, co-president of eProjects, brought some concerns forward to Chris about Awards Committee evaluation, in particular to professionalism. One of their latest evaluators was interviewed by them for an executive position. He went up to Jenny and asked about the status of his application. This put her in an uncomfortable position as he was supposed to be there to evaluate.

2. Phoebe: there are 2 events in questions. Start Up Crawl and CEO dinner night. For the first event, they were messaged through facebook and it was last minute notice. That person was also late to attend. Chris brought up the issue regarding the second event.
3. Kristi: for Awards Night, an email was sent out during the summer to guarantee that all events would be evaluated. All of the clubs were informed. For the first event, they switched their date and did not let the Awards Committee. Awards Committee uses email and Kristi can confirm that they've never used Facebook to message.
4. Chris: to clarify, a lot of the issues are with communication but the bigger one is with evaluators
5. Kristi: we met with evaluators so they know the process and what forms need to be filled out. The VP Logistics ensures that these forms are being filled in a timely matter. Kristi will be meeting with Julien and Deejai to discuss their priorities: they've missed multiple events without informing the committee. She will remind them of the policies and their behavior. Kristi has asked Phoebe to remove them from the committee if this continues to be a problem as it is not fair to the services and clubs
6. In specific to Deejai's request about the application, Kristi did not have any knowledge about this. They cannot control their evaluator's actions. If Jenny had reached out to Kristi directly, this problem could have been resolved easier.
7. Chris: that is my fault, I told her to email Phoebe as the first contact with the assumption that you would be informed. I want to talk about it today because of the evaluator's behavior was brought into question.
8. Kristi: I don't have control over evaluators. We can specifically talk to Deejai. I don't know if we can actually remove them from the committee
9. Daphne: to be removed, there's 2 ways to do it: if they've missed too many meetings or if they got voted out by Board. Our next meeting is Sunday, Nov.19 at 2PM. We can bring it up on your behalf
10. Phoebe: I will try to bring in your co-chair and your VP logistics
11. Kristi: I don't want them removed immediately because I want to talk to them first.
12. Daphne: this is all up to you, you just let us know what will make your committee run more effectively.
13. Kristi: I've talked to my VP logistics multiple times to discuss this inappropriate behavior. I feel like they had concerns about how the club will be evaluated. We can remove Deejai's evaluation or evaluate another event
14. Phoebe: there's enough to fill the minimum submissions even if we don't evaluate another event
15. Daphne: since Maddie was already in contact, she can email Jenny
16. Maddie: one minor thing that Jenny mentioned was getting the feedback forms back
17. Kristi: we can't give the feedback form to them. We're not allowed to give them our evaluation form because that defeats the purpose.
18. Daphne: this has to deal with transparency on our end. It might be good for clubs and people that we evaluate to have Kristi's information in case they have issues with evaluators
19. Chris: the other part of this is a Board matter
20. Daphne: Kristi wants to give them both another chance. If it happens again, we can discuss their dismissal
21. Kristi: can I tell them that there's a possibility that they can be removed?
22. Stress that if things don't improve, their position will be reconsidered and be subject to the Board's discretion

II. Board of Previous Presidents

1. Daphne: this was brought up to me by Lauren. The alumni center is looking for a way to engage alumni and she asked for my thoughts on creating a Board of all the previous CUS presidents. I think it's a good idea because although the decisions we make may not be as relevant for the past presidents, their knowledge is relevant to us. I think it would

be beneficial for the future President. They shouldn't have voting rights but they could be used for consultation. We could report to them as needed.

2. Saphil: will it comprise of all CUS presidents?
 3. Daphne: the minimum requirement would be that you used to be the President and it is up to you if you want to join
 4. Phoebe: I don't think you should set up a meeting unless it's a serious matter, such as the PVCC issue. If we meet half a year and there's nothing to talk about, it's useless
 5. Daphne: that's why there has to be a specific thing
 6. Phoebe: we should just have an option to call a meeting when we want
 7. Daphne: but how would we know when to call them together? How do we judge what is serious
 8. Phoebe: they could help us give context for what actually happened in this year.
 9. Daphne: for matters that are pressing, it may be hard to get everyone together within the same time frame. However if it were our strategic plan that we wanted to show them, we could do that at the beginning of the year. Lauren was saying that as they are out of school, they have more real-world experience
- III. Press Release Plan for Internal Operations Hiring Policy Violation
1. I had a meeting with Fiza and this document outlines our recommendations. We will bring it forward at our next board meeting and then have a big press release. We need to have a plan ready by the time that we do the press release. After the press release occurs, we will be doing it on all of our channels: CUSunday, Facebook, etc
 2. Saphil: for every policy violation, will we need a press release?
 3. Evan: no, just with this one for now
 4. Daphne: maybe we could bring it to discussion (the publicization of violations)
 5. Chris: I think how it gets pushed out on the channels is up to Evan's team. Some of the other bigger violations should be pushed but the smaller ones don't need to. Maddie can also help in determining the severity of the issue
 6. Frame this policy violation in a way so that it doesn't detract from our new hires who do deserve it
 7. Daphne: it's important to remember what we came here to do: we are breaking the status quo to put students first. We should take responsibility and admit that this happened. In the future, if we do have a section that documents our policy violations, the ombudsperson will be monitoring it to ensure that context is given
 8. Evan: have you discussed ways of monitoring policy?
 9. Chris: I am in the process of reframing and rewriting all of our policies into distinct matters so that each article has a distinct person associated to it. This person is in charge of knowing that policy and pointing out when violations occur. In terms of having active people looking for violations, that would depend on ombudsperson's ability to deal with those
 10. Maddie: I think that this would be hard to do everyday but having a person in each service to look out for this would be useful. I think it is good that we provide remedies for these violations. We could also try to develop a process for people to report violations
 11. Chris: Another violation is that all standing committees need to have one meeting every month and also committees must publicize their reports. I'm also working on making policy more readable and giving ownership to specific roles.

F. Approval of Minutes

Moved: Stanley | Seconded: Chris

That the minutes from the Nov.7 Executive Council meeting be approved for public distribution.

*In favour: all
Opposed: none
Abstentions: none
...the motion carries.*

G. Next Meeting

H. Adjournment

Moved: Phoebe | Seconded: Evan

There being no further business, be it resolved that the meeting be adjourned at 9:28PM

*In favour: all
Opposed: none
Abstentions: none
...the motion carries.*